

POSITION ANNOUNCEMENT



TITLE: Director – Health and Wellness

Position Overview:

The Director – Health and Wellness is responsible for providing year-round programming aimed to improve the overall physical condition and lifespan of athletes, coaches, families and community members.

The Healthy Athletes program provides health assessments, education, referrals, and care in multiple specialties by professionals and their supervised students at Healthy Athletes events throughout Illinois. Wellness programming offers exercise opportunities for athletes to complement their sports seasons.

Primary Responsibilities

- Overall management of the Special Olympics Illinois Healthy Athletes program.
- Recruit new Clinical Directors in all Healthy Athletes disciplines, as needed.
- Create and manage Healthy Athletes referral network
- Drive program development for health initiatives
- Monitor grants, including preparations of post-event reports and assist with tracking all medical data collected through health programs.
- Support State-level events as the lead health staff through pre-event preparation, correspondence with key volunteers, event planning and post event follow up including data collection and follow up care.
- Collaborate with statewide SOILL staff to organize and implement local health and wellness initiatives.
- Procure and disseminate equipment, resource materials and supplies needed for each event
- Manage logistics such as food/beverage, audio-visual and invitations/collateral for trainings and meetings.
- Promote events and relevant news and information on the SOILL Health & Fitness Facebook page and website

Qualifications/Skills and Knowledge Requirements:

- Bachelor's degree in Public Health or other relevant discipline (i.e. adaptive physical education, healthcare administration, sports management).
- Demonstrated experience in planning and executing events for large groups
- Experience in program development and management; ideally with a focus on improving health outcomes
- Ability to work independently
- Computer skills including proficiency with Microsoft Office products
- High energy and passion for Special Olympics mission
- Strong organizational and time management skills with exceptional attention to detail
- Customer focus
- Excellent communication and presentation skills; written, oral and receptive

Essential Functions:

- Monday through Friday with frequent evenings and weekends as position demands
- Independent in-state travel required, including some overnight and weekend travel
- Physical mobility required: must be able to climb stairs, assist in set-up and breakdown at events, stand or sit for long periods of time, and load and unload vehicles
- Medium work required, which involves lifting no more than 50 pounds at a time with frequent lifting or carrying of objects weighing up to 25 pounds; includes sedentary and light work
- Close visual acuity required to perform activities such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; operating motor vehicles
- First Aid/CPR Training and Certification required; must be able and willing to effectively administer First Aid/CPR on-site during events
- Valid driver's license and proof of insurance required
- Position may be eligible to work remotely within Illinois or based out of a Regional Office.
- Send resume and cover letter to Katie Grisham at kgrisham@soill.org

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